

City of Milpitas

*is seeking an innovative, results oriented
proven leader to serve as*

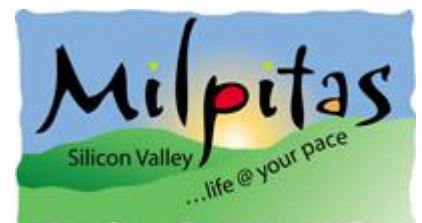
Recreation Services Manager Open and Promotional



Annual Salary \$99,139 - \$128,951



City of Milpitas
Human Resources Department
455 E. Calaveras Blvd.
Milpitas, CA 95035-5411



THE COMMUNITY

Located at the southern tip of the San Francisco Bay, the City of Milpitas is a progressive community that is an integral part of the high tech Silicon Valley. With a diversified resident population of 70,817, Milpitas features quality schools, conveniently located neighborhood parks and shopping centers.



Milpitas is an affluent and well-educated community with an average household income of \$98,979. More than 65% of Milpitas households have an annual income that exceeds \$75,000. The homeownership rate is close to 70% with a median home value of \$745,000. Milpitas' housing market remains affordable relative to the majority of Santa Clara County.

Milpitas is often called the "Crossroads of Silicon Valley" with most of its 13.63 square miles of land situated between two major freeways (I-880 and I-680), State Route 237, and a County expressway. A new light rail line opened for service in 2004 and an

extension of BART including a major multi-modal station is currently under construction. There are approximately 1,790 acres, or 2.9 square miles, designated for various industrial uses. About 271 acres are vacant and available in parcels ranging from ½ acre to 75 acres. There are eight existing industrial parks and 550 manufacturing plants in Milpitas.

An additional 350 acres are dedicated to regional and community retail centers supporting 3.5 million square feet of commercial shops. The Great Mall of the Bay Area is the largest enclosed mall in Northern California, with approximately 1.1 million square feet of leasable space for retail and entertainment operations.

The two largest employers in Milpitas are Cisco Systems and Lifescan, Inc., with over 2,500 employees each. Other major employers are Solelectron Corporation; LSI Logic Corporation; Linear Technology; KLA-Tencor Corporation; Maxtor Corporation; Xicor, Inc.; Seagate Technology, Flextronics and SanDisk. Several of these top employers have made the City of Milpitas their corporate headquarters as well. Given the City's desirable location for high-tech industry, the daytime population of Milpitas doubles to 130,000.

THE POSITION

Under general direction, the Recreation Services Manager is a management and leadership position which provides oversight to the Recreation Division programs including the senior, sports, and community centers. The position requires knowledge of a wide variety of recreation activities which includes programs such as Aquatics, adults sports, youth and teens, cultural arts, theatre, preschool, , nutrition center, marketing and special events; supervise and train staff; may be assigned to work nights, weekends, and at various sites. This position reports directly to the City Manager or designee.

EXAMPLES OF DUTIES

- Assume management responsibility for services and activities of the Recreation Services Division.
- Develop and implement program goals and policies, staffing levels, and administer policies and procedures in accordance with the City's policies and procedures.
- Assess community recreational interests in order to design and implement appropriate programs and assess facility needs to accommodate program for and secure grant-funding for recreation programs.
- Prepare and negotiate contracts with service providers.
- Develop marketing and advertising strategies to optimize community involvement.
- Perform specialized and complex assignments in developing community-based programs; and special events.
- Prepare and monitor programmatic budgets and expenditures.
- Provide reports and updates to the Director as required.
- Plan, organize, direct, supervise, train, and evaluate the work of the assigned staff.
- Assist in the development and implementation of the Department's goals, objectives, policies, procedures, and work standards.



Examples of Duties, cont.

- Make presentations at City Council, the Commission and public meetings as required; represent the City on a variety of committees internal and external.
- Keep abreast of laws and standards in recreation related service areas and maintain current knowledge in performance of job while employed at the City.
- Perform other related duties as assigned.

IDEAL CANDIDATE

The ideal candidate for this position should demonstrate the knowledge of and ability to:

Knowledge of:

- Philosophies, techniques, trends, and principles of urban recreation management.
- Principles of organization, administration, and budget management.
- Principles and practices of management, supervision, training, and performance evaluation.
- Principles of marketing, advertising, and public relations.

Ability to:

- Plan the work of professional and para-professional staff.
- Prepare, analyze, and make recommendations pertaining to programs.
- Analyze and compile programmatic statistical data.
- Provide professional leadership and direction.
- Apply budgeting principles.
- Manage, direct, train, coordinate and evaluate the work of staff.
- Recommend and implement goals and objectives for efficiencies.
- Prepare clear and concise reports.
- Research, analyze, and evaluate service delivery methods and techniques.
- Interpret and apply policies, procedures, laws, and regulations.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Prepare and present clear and well-organized written and oral reports to City Council, City administration, and others as required.
- Develop and implement administrative and departmental policies, procedures, and rules.
- Exercise sound, independent judgment within general policy guidelines.



Skill to:

Effectively use automated information systems, including use of a personal computer and office software applications.

SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment; able to travel to various locations and attend night meetings.

QUALIFICATIONS

Education: The successful candidate must have a Bachelor's degree from an accredited college or university with major course work in Recreation or a related field.

Experience: Five (5) years of increasingly responsible recreation program experience including three (3) years of supervisory experience.

License: Possession of, or ability to obtain and maintain a valid Class C California driver's license or the equivalent.

COMPENSATION

The salary for this position will be dependent upon the qualifications and experience of the selected candidate. The salary range is \$99,139 - \$128,950 annually. The City provides an excellent array of benefits that includes the following:

- Contributory Retirement Plan - New Hire Employee pays 6.25% or 7% employee contribution and 7% towards employer PERS contribution, depending on the individual's eligibility.
- Retirement - In compliance with AB340, CalPERS retirement formula is either 2% at age 62, or 2% at age 60, depending on the individual's eligibility.
- Management Leave – 40 Hours
- Vacation - 16 days per year to a maximum of 36 days per year.
- Sick – 12 days per year
- Holidays – 13 days per year
- Health Insurance – Multiple plans
- Dental and Vision – City paid.
- Life insurance - City paid \$50,000 life insurance. Long and short-term disability coverage.
- 457 (b) Deferred Compensation Plan - \$900 a year, City paid
- Tax deferred medical and dependent savings plans
- Flexible Spending - Pre-tax medical and dependent day care expense accounts

SELECTION PROCESS

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Candidates who successfully pass the selection process will be placed on an eligibility list. All candidates will be advised of their status once a finalist has been selected.

TO APPLY

Only online applications via CalOpps will be accepted. Visit the City of Milpitas website at www.ci.milpitas.ca.gov or www.calopps.org to apply. Copies of required certificates (if applicable), must be scanned into one document, along with a resume, and attached to your application which must be received by the filing date of Friday, September 19, 2014.

A complete job description is available on the City of Milpitas website: www.ci.milpitas.ca.gov (under Employment, Job Specs) or from Human Resources - (408) 586-3090.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process



The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

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